WSP ACCESS EMPLOYEE BACKGROUND RE-INVESTIGATION

211.1 PURPOSE

To establish direction for employee background re-investigation for WSP ACCESS

211.2 POLICY

All staff shall conduct criminal history checks set forth in the WACIC/ACCESS Manual for dissemination that is governed by federal and state statute laws.

211.3 DEFINITIONS

ACCESS: A Central Computerized Enforcement Service System.

FBI: Federal Bureau of Investigation

NICS: National Instant Background Check System.

TAC: Terminal Agency Coordinator. The point of contact within the agency who will serve as a liaison between the agency and the state ACCESS Auditors and Trainers.

WACIC: Washington Crime Information Center. State repository for law enforcement data.

WSP: Washington State Patrol

211.4 ACTIONS

ACCESS requires all personnel who use or work on the connection to ACCESS to have a re-background investigation conducted at least every five years. This mirrors the CJIS Security Policy recommendation

To complete this compliance measure:

1. ACCESS requires all personnel who use or work on the connection to ACCESS to have a re-background investigation conducted at least every five years. This mirrors the CJIS Security Policy recommendation
2. The following queries must be conducted to complete the re-background:
    (a) Query Wants History (QWH) – Inquire on the Name and Date of Birth
        (a) Use purpose code J
        (b) Use re-background as the reason
    (b) Query Record (QR) – Inquire on the SID and/or FBI obtained from the QWH transaction
        (a) Use purpose code J
        (b) Use re-background as the reason

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3. Do not retain the rapsheet/criminal history information
4. The five year re-background dates must be documented within nexTEST for ACCESS certified users in the fingerprint date field
5. The five year re-background dates for IT personnel must also be documented. This can be done within CJIS Online or on a separate document
6. The TAC must notify the Washington State Patrol (WSP) ACCESS Section of any personnel with unescorted access to unencrypted CJI or unescorted access to physically secure locations who have any convictions, any arrest history other than 'dismissed', or who is a fugitive. If the agency chooses to allow the person continued unescorted access, they must ask for a variance. The ACCESS Section Manager will review the request and notify the TAC if the subject is allowed to be around CJI or not
7. Unless otherwise determined by the ACCESS Section, it will be up to the discretion of the agency whether to limit the use of Access

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